



**AN INTERNSHIP REPORT
AT PT. BANK RAKYAT INDONESIA (PERSERO) Tbk.
KANTOR CABANG TAKALAR UNIT PATTALLASSANG**

**Submitted to the Faculty Language and Literature,
Universitas Negeri Makassar
As the Partial Fulfilment of the Requirements for the Diploma III Degree**

**by:
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**BAHASA INGGRIS D-III STUDY PROGRAM
ENGLISH DEPARTMENT
FACULTY OF LANGUAGES AND LITERATURE
UNIVERSITAS NEGERI MAKASSAR
2020**

PENGESAHAN SEMINAR AKHIR LAPORAN PKL







Laporan dengan judul **AN INTERNSHIP REPORT AT PT. BANK RAKYAT INDONESIA (PERSERO) Tbk. KANTOR CABANG TAKALAR UNIT PATTALLASSANG** atas nama **Intan Rezkia Sukri, NIM 1752132018**, diterima oleh Panitia Seminar Akhir Laporan PKL Program Studi Bahasa Inggris D-III, Jurusan Bahasa Inggris, Fakultas Bahasa dan Sastra, Universitas Negeri Makassar, dengan SK No. 200/UN36.5/EP/2020 untuk memenuhi persyaratan guna memperoleh gelar Ahli Madya pada Program Studi Bahasa Inggris D-III pada tanggal 21 Januari 2020.

Makassar, 21 Januari 2020

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Judul : AN INTERNSHIP REPORT AT PT.BANK RAKYAT INDONESIA
(PERSERO) Tbk KANTOR CABANG TAKALAR UNIT
PATTALLASSANG

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Assalamu Alaikum Warahmatullahi Wabarakuhu

Firstly, I would like to say Alhamdulillah Rabbil Alamin and praise is upon to Allah SWT who has given me blessings, strength, health, and guidance, so that I am able to finish my study in Business English Study Program, Faculty of Languages and Literature, Universitas Negeri Makassar. Salam and shalawat are due to the highly chosen prophet, Muhammad SAW, His family, and followers till the end of this world.

Many problems have been faced in finishing this report. And those problems would not have been solved without help, motivation, supports, critics, and advices from many people. It would be an honor to express my deepest appreciation and thanks to my beloved parents for their love, sacrifice, advice, and pray during my study, and also to all my lovely brothers and sister for supporting me. A great gratitude is also addressed to:

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My great thanks for the Head of Bank BRI Takalar, Mr. Ridwan, who gave me the chance, help, and support to conduct internship there and all the staff who have contribute the experience.

I would also like to express most thanks to all of the lecturers in English Department, particularly lecturers at Business English Study Program who had shared their knowledge during my study in Universitas Negeri Makassar, and thanks to all of my friends in Business English Study Program, for their help, friendship, encouragement, suggestion, and togetherness.

Finally, I offer my thanks and apologies for all people whose name could not be mentioned here for their help, services, ideas, suggestion, and advice in completing this report. I wish this writing will be useful to all of us. May Allah SWT bless us forever. Aamiin

Wassalamualaikum Warahmatullahi Wabarakatuhu.

Makasaar, 8 Januari 2020

The Writer

CHAPTER I

INTRODUCTION

A. Background

Welcoming the globalization era, known as free market, each individual has to prepare oneself to be realizable, especially in the field of science and technology. Ability to master the technology is required by both adequate knowledge and practices, in order to face the demanding global world which is that full of competition. In this case, the role of English is needed both in controls and communication technology to interact directly. As a means of global communication, English language should be actively controlled, whether oral or written communication.

With the free market, every individual is required to be reliable in communication. Language is very instrumental in mastering both technology-based communication and interacting directly. The use of English is very important to be able to adapt and keep pace with the increasingly advanced global development.

Before the intern conducted internship activity, she prepared some skills and were taught English, such as:

1. Business English Vocabulary.
2. English for Banking and Finance.
3. Computer skills
4. English for Accounting.
5. Financial Management.

As a Business English Study Program student, the writer carried out internship at bank to apply the knowledge, to be involved in particular company, and apply her skills that have been learnt at campus into real work through internship activities.

Based on the illustration above, the writer would like to describe how she conducted her internship at PT. Bank Rakyat Indonesia (Persero) Tbk. Kanca Takalar, Unit Pattallassang.

B. Objectives of the Internship

The objectives of the internship are:

1. To give comparison to students about theory and practice about banking activity.
2. To provide opportunities for students to improve, expand, and strengthen their skills in preparation for job application in accordance with the needs of educational programs.
3. To keep good cooperation between Universitas Negeri Makassar, particularly Business English Study Program and PT. Bank Rakyat Indonesia (Persero) Tbk, Kanca Takalar, Unit Pattallssang.

C. The Significances of The Internship as Follows:

1. Theoretically

It gives insightful contribution to the concept of the objects: Management and Computer skills.

2. Practically

It gives practices to communicate with customers and work system or management of Bank BRI.

CHAPTER II

GENERAL DESCRIPTION

A. General Description Of PT. Bank Rakyat Indonesia Unit Pattallassang

The first, BRI was established in Purwokerto, Central Java by Raden Arya Wiratmadja. The name was *Hulp-en Spaarbank der Inlandshe Bestuurs Ambtenaren* or *Helping Bank*. The director of BRI, in December 1/1982 with a decree: S.67 DIR /12? 1982, decided that the anniversary of BRI was December 16, 1895. The government considered that it was important to establish the unit office of PT. BANK RAKYAT INDONESIA all over Indonesia including the branch office. PT. Bank BRI Kanca Takalar.

It is necessary to open unit offices. PT. Bank Rakyat Indonesia branch office of Takalar has seven working units, namely: Tamalate, Galsong, Palleko, Canrego, Pattallassang, Buludoang, and Bontoramba. BRI Unit Pattallassang has established since 1989 and began to reap the benefits the following years. The presence of BRI is expected to act as the nearest financial institution for the community

PT. Bank Rakyat Indonesia Unit Pattallassang Takalar is located at Jl. Tikolla Dg. Leo, no. 116 Takalar South Sulawesi. BRI Unit Pattallassang is one of the BRI Units spread across municipalities in Takalar with number of personnel consisting of four officials including the head of Unit, Head of Credit, Deskman, and Teller.

PT. Bank BRI Unit Pattallassang has also participated as a reference for the micro business world success it can be expected to save banks in the event of a global crisis. PT. Bank BRI Unit Pattallassang always presents and serve customers with a sincere heart for the sake of the integrity of trust in society.

B. The Organization Structure

The organization structure of PT. Bank BRI Takalar Unit Pattallassang is as follow:

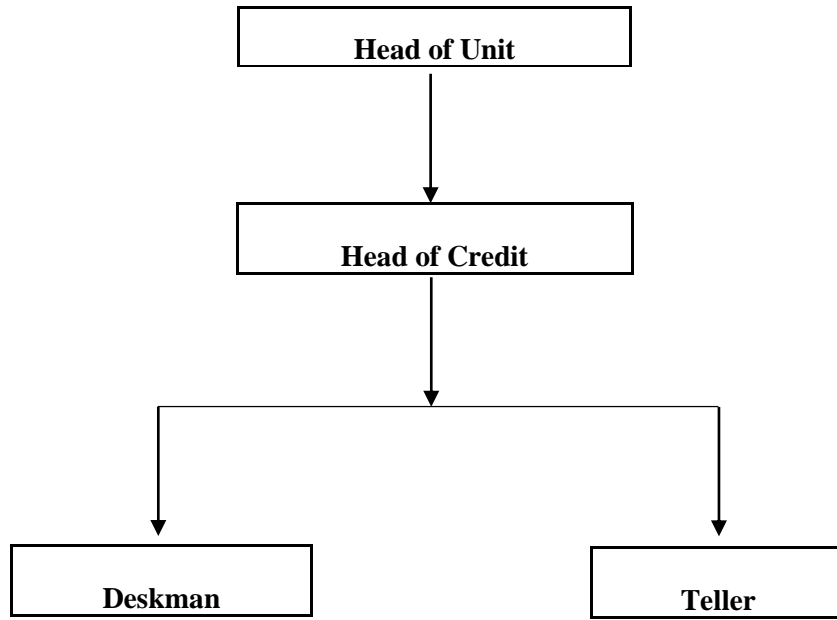


Figure 2.1 Organization Structure

C. The Activities of Organizational Structure

1. The Head of Unit

- a) Directing all his members to work a maximum of operational activities in each bank every day. Where every day before starting work all gathered in a room to pray first.
- b) Saving all transaction data banks in the safe file.
- c) Providing assistance to each employee which is in trouble or experiencing difficulty in doing activity.
- d) Checking all transaction conducted on line via computer and are done directly to all customers.

2. The Head of Credit

- a) Serving customers who want to apply for credit or borrow money to the bank.
- b) Checking the customers delinquent credit payments each month and collecting data and then report it to the leader.
- c) Charging customers to pay their credit bills via phone or billing information directly to the address where they lived.

3. Teller

- a) Assisting customers who want to conduct financial transaction like saving money, take money and pay the credit.
- b) Printing a detailed financial transaction each day by bank.
- c) Making bank financial statement and report all data to the leader of the bank or the head of unit.

4. Deskman or Customers Service

- a) Serving customers in opening new accounts for both individuals and non-individuals.
- b) Serving customers to request activation of an ATM card and PIN (Personal Identification Number) at the time of capture card.
- c) Serving customers in the savings balance checking.
- d) Serving in charging credit installment payment slip.
- e) Serving time checking installment.

D. Positions and Personnel

- 1. Head of Unit : Irwansyah Hakim
- 2. Head of Credit : 1). Puspowiarno

2). Erni Andriani

3). Muh. Husain

4). Wirayatman

5). Muh. Rizal Amir

6). Nurhadi

7). Muh. Rizal Rahman

8). Syamsul Rijal

3. Deskman : 1). Rizamayanti

2.) Hastuti

3). Amy BT. Haeruddin

4. Teller : 1). Nurbaety

2). Sheyl

3). Juwani Utami

E. Job Description

The intern was placed at Deskman in Bank BRI Unit Pattallassang. There are some things to do. Such as:

1. Maintaining CIF

Customer Information System (CIF) is data / file that contains customer information BRI in full contained in the BRINETs system. CIF must be made before the customer

Open an account at BRI. Every BRINETS Customer must have his own CIF number. Differ from one customer to another. Because usually in a unit in one day there are so many customers, therefore when entering customer information to get CIF there is some information that is left blank to make time efficient, so the account creation process runs quickly. The function of CIF maintenance is to complete / improve customer data so that insurance can be made. Because if there is a customer data that is incomplete or damaged then the insurance account cannot be issued.

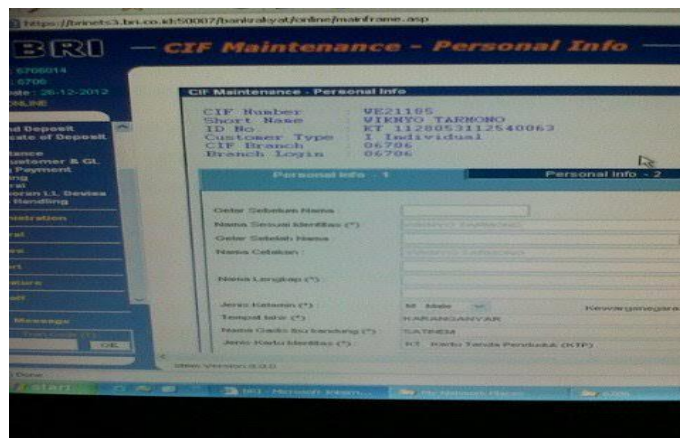


Figure 2.2 Maintaining CIF

2. Directing customers to signature of credit realization

When the customer will realize a credit, the application file requires approximately 6-8 signatures. Because in the unit office in general, those who usually apply are elderly, illiterate or have no education, therefore the bank must guide customers to sign sheets in the file and explain to customers about risks and other possibilities when borrowing money from bank.

3. Completing customers data on ASKRINDO

The same as CIF maintenance. This insurance can be issued if the customer information is complete. ASKRINDO is insurance for borrower KUR (Kredit Usaha Rakyat)

4. Approving insurance submissions on AKSRINDO

Before customer data is sent to ASKRINDO, the unit head must approve the request for insurance issuance so that insurance can be issued using an account specifically used by the unit head

5. Procedures of filling withdrawal slip

If the customers want to withdraw money, they must fill the withdrawal slip number 01. First they must write down the date in that day. And the customers write down the account number and name. After that the customer write down how much money they want to withdraw, and amount in words. And the last, customers sign on the withdrawal slip.

6. Procedures of filling deposit slip

If the customers want to deposit money, they must fill the deposit slip number 02. First, the customers must write down the date and then customers write down the account number and name. And then they write down the amount of money they want to deposit and amount in words. And the last, the customers sign on the deposit slip.

7. Procedures of sending money

If the customers want to send money, they must fill the deposit slip number 02 same like Procedures of filling deposit slip. First, the customers must write down the date and then customers write down the account number who wants to sending money

and name. And then they write down the amount of money they want to send and amount in words. And the last, the depositor sign on the deposit slip.

8. Printing a savings book

BRI savings books given to customers are used to find out transaction history and conduct cash transactions at tellers. To find out the history of transactions in the savings account BRI is by doing a print first Print savings books can only be done at BRI branch offices, in all BRI offices in Indonesia. Print passbook can be done at the teller and deskman desk. To print a passbook, the bank uses the BRINET application by entering the special code used to print a passbook in the trade code. Then input the account number, the passbook serial number, the last balance in the passbook, and the last line when printing the passbook last time.

NAMA	ERMA SUSILAWATI	KARTU IDENTITAS	[Redacted]
TGL PEMBUKAAN	[Redacted]	STATUS	Open
SALDO BUKU BESAR	[Redacted]	TGL TRANSAKSI TERAKHIR	[Redacted]
JUMLAH DIBLOKIR	[Redacted]		
SALDO YG TERSEDIA	[Redacted]		
JUMLAH INKASO	0.00		
BUNGA BULAN BERJALAN	0.00	PAJAK ATAS BUNGA	0.00
TOTAL TERHUTANG	0.00		
JML DAPAT DIBAYAR	[Redacted]	TRANS. YG BELUM DI CETAK	2

Print Close

Figure 2.3 Before Printing

9. Registering KUR/KUPEDES loans

KUPEDES / KUR loan registration functions to find out the loan document that enter and exit, and make it easier for the bank to find the customer's file number, because in one unit less than 5,000 saved loan files.

10. Opening application

In the opening of savings accounts, bank needs to ensure sufficient confidence with whom the bank does business relationships. The bank needs to ensure complete data and prospective customers with the right information. At Bank Rakyat Indonesia, the prospective customer's data and information must be poured into a standard form APL-01 model and CIF-01. In addition to data and information on potential borrowers must also submit supporting documents such as identification of applicant, certificate of establishment and the changes, a copy of Company Registration, Business License as SIUP, SIUJK or other appropriate license business customers.

CHAPTER III

SPECIFIC DESCRIPTION

A. Place of the internship

The intern had done her internship at PT. Bank BRI Unit Pattallassang located in Jl. Tikolla Dg. Leo Takalar, South Sulawesi. The location is very strategic because it is in the city of Pattallassang.

B. Time of The Internship

The intern conducted an internship in Bank BRI Takalar for two months, from June 24 to August 24, on Monday until Friday, with the following office hours.

1. Office Hour

The office hours are obligated by the staff to come on time at 07.30 am to go home at 17.00 pm.

2. Break Time

The break time is sometimes used by staff to eat and do prayer because the available time is only one hour from Monday until Thursday: 12.00 pm – 13.00 pm, and one and a half hours Friday: 12.00 pm-13.30 am.

But at the end of the month or the last working day of the month, working day will be longer.

C. Internship Procedure

I. Before Internship

Before conducting the internship, the intern did the following steps:

1. Sending internship application letter.

2. Confirming the acceptance of agreement.
3. Signing the statement of agreement from Bank BRI to Business English Study Program.

II. During Internship

Observation

To collect data by observation, the intern observed the employee's skills, position and operational system in Bank BRI.

Interview

During the internship, the intern did the interviews to the employees of company by giving some questions, which were able to give accurate information, such as: what the activities of Bank BRI.

Documentation

The intern read the official website of the organization to get more complete information that is <http://eform.bri.co.id>.

CHAPTER IV

OUTCOMES AND BENEFITS

After having an internship at Bank BRI Unit Pattallassang, the intern got many experiences and knowledge of how the working situation in Bank BRI. There are some outcomes and benefits derive from the internship:

A. Outcomes

The intern was placed at Deskman in Bank BRI Unit Pattllassang. Some knowledge and skills that the writer did during the internship in assisting the officer to do some responsibilities are as follows:

1. English

Imputing data in System BRINET, BRINET EKSPRESS, application WEB should use English vocabulary passively, Examples: Remittance, Miscellaneous, Notional Pooling, and Demand Deposit.

2. Computer and Application

Maintaining data after the customer opens current accounts, changing as system with a new PIN for registration, making a borrowing receipt, registering borrowers name and give the base number, and updating customer data that has a passbook, especially for customers who have long used their savings book.

3. Management

Organizing : Compiling loan documents, Arranging customer guarantees in accordance with the numbering rules when registering loan application.

Managing : Numbering and registering the loan application file, and
registering the loan that has been realized.

4. Communication

Communicating with elderly customer and staff politely and using Makassarnese if needed. Example: Nia” akulle ku baliang ki?, apa ki paralluang?

5. Interpersonal Skills

Performing two most professional behaviors:

Being discipline and patient towards all the working activities in the office. For example, the intern was obliged to come at 08.000 am and finish the activities at 17.00 pm. Another case is, the intern was directed to be patient to face and listen to the unexpected conditions of the customers.

B. Benefits

During conducting an internship at Bank BRI Unit Pattallassang Takalar Regency, South Sulawesi. Writer gets some benefit, as follow:

1. The Intern

With an internship, the intern get more information about various character of each customers, and more know about how to serve the customers, especially in the bank.

2. Student of Business English Study Program

With an internship, student get a lot of work relationships and add work experience.

3. Business English Study Program

With an internship, Business English Study Program get evaluation material for courses taught by practice in the field in order to have mutual attachment.

4. Universitas Negeri Makassar

With an internship, Universitas Negeri Makassar has more work relation.

5. Bank BRI Unit Pattalassang

With an internship, Bank BRI Unit Pattalassang got more helped in completing the task.

CHAPTER V

CONCLUSION AND SUGGESTION

A. Conclusion

There are five skills that have been practiced and understood when conducting internship at Bank BRI Unit Pattallassang. They are: English (Imputing data in System BRINET, BRINET EKSPRESS, application WEB should use English vocabulary passively), Computer and Application (Maintaining data after the customer opens current accounts, changing as system with a new PIN for registration, making a borrowing receipt, registering borrowers name and give the base number, and updating customer data that has a passbook, especially for customers who have long used their savings book), Management (Compiling loan documents, Arranging customer guarantees in accordance with the numbering rules when registering loan application, numbering and registering the loan application file, and registering the loan that has been realized), Communication (Communicating with elderly customer and staff politely and using Makassarnese if needed), and Interpersonal Skills (Discipline and Patience).

B. Suggestions

Before the writer closes the report writing, she gives some suggestions for student of Business English study program, Business English study program, and the company as follows:

I. Suggestion for student of Business English study program:

- a. The students should prepare themselves to face the working world at internship place.
- b. Looking for internships that are closely related to the study program.

II. Suggestion for Business English study program:

- a. Study Program should provide a briefing for the students, what should they do and prepare to make the internship more efficient and also to enlarge their knowledge especially for business subject.
- b. The writer hope the study program can make a meeting and discuss how the student arranges a report of internship easily.

III. Suggestion for the company:

- a. In completing the report, the employee or head office in the company needs give more tasks, and explain the main points of the activities for the writer.
- b. Objectivity in providing evaluations are important points that the writer can see the capabilities and shortcomings during the process of internship.
- c. Assertiveness in guiding the student in the process of internship is required in order students know how important the discipline.

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Rizmayanti, 2019, deskman of Bank Rakyat Indonesia, Takalar

Woke.id. 2020. <https://www.woke.id/istilah-perbankan/>

PANDUAN LAPORAN PKL BE. 2020.

APPENDICES

1. Attendance List

PELAKSANAAN PRAKTEK KERJA LAPANGAN PROGRAM STUDI BUSINESS ENGLISH DAFTAR HADIR MAHASISWA PRAKTEK KERJA LAPANGAN

Nama : Intan Rezkia Sukri
Nim : 1752132018
Tempat/Unit PKL : BRI Unit Pattallassang Kab. Takalar
Waktu PKL : 24 Juni – 24 Agustus

Minggu Pertama

No	Hari / Tanggal	Masuk	Keluar	Paraf	Keterangan
1	Senin, 24 Juni 2019	07.15	05.10		
2	Selasa, 25 Juni 2019	07.15	05.00		
3	Rabu, 26 Juni 2019	07.15	05.15		
4	Kamis, 27 Juni 2019	07.20	05.10		
5	Jum'at, 28 Juni 2019	07.15	05.10		

Minggu Kedua

No	Hari / Tanggal	Masuk	Keluar	Paraf	Keterangan
1	Senin, 1 Juli 2019	07.15	05.00		
2	Selasa, 2 Juli 2019	07.10	05.15		
3	Rabu, 3 Juli 2019	07.15	05.18		
4	Kamis, 4 Juli 2019	07.20	05.20		
5	Jum'at, 5 Juli 2019	07.15	05.10		

Minggu Ketiga

No	Hari / Tanggal	Masuk	Keluar	Paraf	Keterangan
1	Senin, 8 Juli 2019	07.15	05.10		
2	Selasa, 9 Juli 2019	07.15	05.00		
3	Rabu, 10 Juli 2019	07.30	05.15		
4	Kamis, 11 Juli 2019	07.13	05.18		
5	Jum'at, 12 Juli 2019	07.10	05.10		

Minggu Keempat

No	Hari / Tanggal	Masuk	Keluar	Paraf	Keterangan
1	Senin, 15 Juli 2019	07.00	05.15		
2	Selasa, 16 Juli 2019	07.10	05.18		
3	Rabu, 17 Juli 2019	07.15	05.10		
4	Kamis, 18 Juli 2019	07.00	05.15		
5	Jum'at, 19 Juli 2019	07.15	05.10		sakit

Minggu Kelima

No	Hari / Tanggal	Masuk	Keluar	Paraf	Keterangan
1	Senin, 22 Juli 2019				Sakit
2	Selasa, 23 Juli 2019	07.15	08.10		
3	Rabu, 24 Juli 2019	07.13	08.15		
4	Kamis, 25 Juli 2019	07.15	08.12		
5	Jum'at, 26 Juli 2019	07.15	08.00		

Minggu Keenam

No	Hari / Tanggal	Masuk	Keluar	Paraf	Keterangan
1	Senin, 29 Juli 2019	07.15	08.10		
2	Selasa, 30 Juli 2019	07.10	08.00		
3	Rabu, 31 Juli 2019	07.10	08.15		
4	Kamis, 1 Agustus 2019	07.08	08.12		
5	Jum'at, 2 Agustus 2019	07.10	08.00		

Minggu ketujuh

No	Hari / Tanggal	Masuk	Keluar	Paraf	Keterangan
1	Senin, 5 Agustus 2019	07.15	08.00		
2	Selasa, 6 Agustus 2019	07.12	08.00		
3	Rabu, 7 Agustus 2019	07.15	08.13		
4	Kamis, 8 Agustus 2019	07.10	08.00		
5	Jum'at, 9 Agustus 2019	07.15	08.12		

Minggu kedelapan

No	Hari / Tanggal	Masuk	Keluar	Paraf	Keterangan
1	Senin, 12 Agustus 2019	07.13	08.13		
2	Selasa, 13 Agustus 2019	07.10	08.12		
3	Rabu, 14 Agustus 2019	07.15	08.00		
4	Kamis, 15 Agustus 2019	07.15	08.06		
5	Jum'at, 16 Agustus 2019	07.10	08.13		

Minggu kesembilan

No	Hari / Tanggal	Masuk	Keluar	Paraf	Keterangan
1	Senin, 19 Agustus 2019				Sakit
2	Selasa, 20 Agustus 2019				Sakit
3	Rabu, 21 Agustus 2019	07.13	08.12		
4	Kamis, 22 Agustus 2019	07.15	08.15		
5	Jum'at, 23 Agustus 2019	07.10	08.00		



Takalar, 24 Agustus 2019
Pemimbing Teknis

Irwan Syah Hakim
KAUNIT

2. Daily Journal

**PELAKSANAAN PRAKTEK KERJA LAPANGAN
PROGRAM STUDI BUSINESS ENGLISH
AGENDA HARIAN PRAKTEK KERJA LAPANGAN**

Nama : Intan Rezkia Sukri
Nim : 1752132018
Tempat/Unit PKL : BRI Unit Pattallassang Kab. Takalar
Waktu PKL : 24 Juni – 24 Agustus

Minggu Pertama

No	Hari / Tanggal	Uraian Kegiatan	Paraf Pembimbing	Ket
1	Senin, 24 Juni 2019	- Menyusun File Pensiunan Taspen - Me-Maintenance CIF		
2	Selasa, 25 Juni 2019	- Menyusun Berkas - Mengarahkan Nasabah Untuk Tanda Tangan Pencairan - Me-Maintenance CIF		
3	Rabu, 26 Juni 2019	- Mencetak dan Mengecek Buku Tabungan - Me-Maintenance CIF		
4	Kamis, 27 Juni 2019	- Menyusun Berkas - Me-Maintenance CIF		
5	Jum'at, 28 Juni 2019	- Membuat Asuransi di Portal ASKRINDO - Me-Maintenance CIF		






Minggu Kedua

No	Hari / Tanggal	Uraian Kegiatan	Paraf Pembimbing	Ket
1	Senin, 1 Juli 2019	- Membuat Slip Penarikan dan Penyeteran - Me-Maintenance CIF		
2	Selasa, 2 Juli 2019	- Membuat Slip Penarikan dan Penyeteran - Me-Maintenance CIF		
3	Rabu, 3 Juli 2019	- Mencetak dan Mengecek Buku Tabungan - Me-Maintenance CIF		
4	Kamis, 4 Juli 2019	- Mencetak dan Mengecek Buku Tabungan - Me-Maintenance CIF		
5	Jum'at, 5 Juli 2019	- Mencetak dan Mengecek Buku Tabungan - Me-Maintenance CIF		




Minggu Ketiga

No	Hari / Tanggal	Uraian Kegiatan	Paraf Pembimbing	Ket
1	Senin, 8 Juli 2019	- Mengarahkan Nasabah Untuk Tanda Tangan Pencairan		
2	Selasa, 9 Juli 2019	- Mengarahkan Nasabah Untuk Tanda Tangan Pencairan - Me-Maintenance CIF		
3	Rabu, 10 Juli 2019	- Mengarahkan Nasabah Untuk Tanda Tangan Pencairan - Me-Maintenance CIF		
4	Kamis, 11 Juli 2019	- Mengarahkan Nasabah Untuk Tanda Tangan Pencairan - Mencetak dan Mengecek Buku Tabungan - Me-Maintenance CIF		
5	Jum'at, 12 Juli 2019	- Mengarahkan Nasabah Untuk Tanda Tangan Pencairan - Mendaftar Pinjaman Nasabah Pada Buku Register		

Minggu Keempat

No	Hari / Tanggal	Uraian Kegiatan	Paraf Pembimbing	Ket
1	Senin, 15 Juli 2019	- Mencari Berkas - Membuat Asuransi di Portal Mikro Brins		
2	Selasa, 16 Juli 2019	- Mencari Berkas - Membuat Asuransi di Portal Mikro Brins		
3	Rabu, 17 Juli 2019	- Mengarahkan Nasabah Untuk Tanda Tangan Pencairan		
4	Kamis, 18 Juli 2019	- Mengarahkan Nasabah Untuk Tanda Tangan Pencairan		
5	Jum'at, 19 Juli 2019	-		sakit

Minggu Kelima

No	Hari / Tanggal	Uraian Kegiatan	Paraf Pembimbing	Ket
1	Senin, 22 Juli 2019	-		Sakit
2	Selasa, 23 Juli 2019	- Menyusun Berkas - Membuat Slip Penyetoran dan Penarikan		
3	Rabu, 24 Juli 2019	- Menyusun Berkas		

		- Me-Maintenance CIF		
4	Kamis, 25 Juli 2019	- Mencetak dan Mengecek Buku Tabungan - Me-Maintenance CIF		
5	Jum'at, 26 Juli 2019	- Membuat Slip Penarikan dan Penyctoran - Mencetak dan Mengecek Buku Tabungan		

Minggu Keenam

No	Hari / Tanggal	Uraian Kegiatan	Paraf Pembimbing	Ket
1	Senin, 29 Juli 2019	- Menerima Berkas Permohonan Pinjaman - Mendaftar Dokumen Pinjaman ke Buku Register SKPP		
2	Selasa, 30 Juli 2019	- Me-Maintenance CIF		
3	Rabu, 31 Juli 2019	- Memfoto Penerima Pensiunan - Meyusun Berkas - Me-Maintenance CIF		
4	Kamis, 1 Agustus 2019	- Memfoto Penerima Pensiunan - Mengarahkan Nasabah Untuk Tanda Tangan Pencairan - Me-Maintenance CIF		
5	Jum'at, 2 Agustus 2019	- Memfoto Penerima Pensiunan - Menerima Berkas Permohonan Pinjaman - Mendaftar Dokumen Pinjaman ke Buku Register SKPP		

Minggu ketujuh

No	Hari / Tanggal	Uraian Kegiatan	Paraf Pembimbing	Ket
1	Senin, 5 Agustus 2019	- Mengarahkan Nasabah Untuk Tanda Tangan Pencairan - Mendaftar Realisasi Pinjaman ke Buku SKPD		
2	Selasa, 6 Agustus 2019	- Mencari Nomor Berkas Nasabah - Mengarahkan Nasabah Untuk Tanda Tangan Pencairan		
3	Rabu, 7 Agustus 2019	- Memfoto Penerima Pensiunan - Meyusun Berkas - Me-Maintenance CIF		
4	Kamis, 8 Agustus 2019	- Mencetak dan Mengecek Buku Tabungan		

		- Me-Maintenance CIF		
5	Jum'at, 9 Agustus 2019	- Membuat Slip Penarikan dan Penyetoran - Mencetak dan Mengecek Buku Tabungan - Me-Maintenance CIF		

Minggu Kedelapan

No	Hari / Tanggal	Uraian Kegiatan	Paraf Pembimbing	Ket
1	Senin, 12 Agustus 2019	- Mengarahkan Nasabah Untuk Tanda Tangan Pencairan - Mendaftar Realisasi Pinjaman ke Buku SKPD		
2	Selasa, 13 Agustus 2019	- Me-Maintenance CIF		
3	Rabu, 14 Agustus 2019	- Meyusun Berkas - Me-Maintenance CIF		
4	Kamis, 15 Agustus 2019	- Mencetak dan Mengecek Buku Tabungan - Me-Maintenance CIF		
5	Jum'at, 16 Agustus 2019	- Mengarahkan Nasabah Untuk Tanda Tangan Pencairan - Mencetak dan Mengecek Buku Tabungan - Me-Maintenance CIF		

Minggu Kesembilan

No	Hari / Tanggal	Uraian Kegiatan	Paraf Pembimbing	Ket
1	Senin, 19 Agustus 2019			Sakit
2	Selasa, 20 Agustus 2019			sakit
3	Rabu, 21 Agustus 2019	- Me-Maintenance CIF		
4	Kamis, 22 Agustus 2019	- Mencetak dan Mengecek Buku Tabungan - Me-Maintenance CIF		
5	Jum'at, 23 Agustus 2019	- Me-Maintenance CIF		

Takalar, 24 Agustus 2019

Pembimbing Teknis


Irwansyah Hakim
KAUNIT

3. Evaluation Form

PELAKSANAAN PRAKTEK KERJA LAPANGAN
PROGRAM STUDI BUSINESS ENGLISH
DAFTAR NILAI PESERTA PRAKTEK KERJA LAPANGAN

Nama Peserta : Intan Rezkia Sukri
Tempat/Unit Kerja : BRI Unit Pattallassang Kab. Takalar
Waktu PKL : 24 Juni – 24 Agustus

No.	Komponen Yang Dinilai	Nilai	Keterangan
I	Sikap		
	1. Penampilan	100	A
	a. Kebersihan		
	b. Keterampilan		
	2. Disiplin	90	A
	3. Perilaku	100	A
	a. Sopan santun		
	b. Kejujuran		
	c. kerjasama		
	4. Ketelitian	90	A
	5. Tanggung Jawab	100	A
	6. Inisiatif	90	A
	a. Kreatifitas		
	b. Aktivitas		
II	Prestasi		
	1. Pengerahuan	90	A
	2. Keterampilan	90	A
	JUMLAH		

Nilai = $\frac{750}{8} = 93.75$ ()

Nilai Predikat = A ()

Mengetahui,
Ketua Prodi Business English
Jurusan Bahasa Inggris FBS UNM

Dr. Fatmiah Hidayahni Amin, M.pd.M.A
NIP. 19830222 200501 2 002


Takalar, 24 Agustus 2019
Pembimbing Teknis
KANTOR UNIT
PATTALLASSANG
TAKALAR
Irwansyah Hakim
KAUNIT

PELAKSANAAN PRAKTEK KERJA LAPANGAN
PROGRAM STUDI BUSINESS ENGLISH
DAFTAR PENGAMATAN PESERTA PRAKTEK KERJA LAPANGAN

Nama Peserta : Intan Rezkia Sukri
Tempat/Unit Kerja : BRI Unit Pattallassang Kab. Takalar
Waktu PKL : 24 Juni – 24 Agustus

No.	Komponen Yang Diamati	Nilai	Ketereangan
1.	Keterampilan	Sangat Baik	Dipertahankan
2.	Pengetahuan / Teori Yang Sesuai	Sangat Baik	Dikembangkan
3.	Sikap	Baik	Dipertahankan
4.	Lain – Lain	komunikatif	Dipertahankan

Takalar, 24 Agustus 2019
Pembimbing Teknis


Irwansyah Hakum
 KAUNIT


4. Internship Product

PT. BANK RAKYAT INDONESIA (PERSERO) Tbk.		SLIP PENYETORAN DEPOSIT SLIP	
<input type="checkbox"/> BritAma <input type="checkbox"/> BritAma Dollar <input type="checkbox"/> Simpedes <input type="checkbox"/> Simaskot <input type="checkbox"/> Giro <input type="checkbox"/> Tabungan Haji <input type="checkbox"/> Pinjaman		20	
Disetor ke/ Deposit to : <input type="text"/>		Tunai/Cek/BG/ Cash/Cheque	Jumlah / Amount
Nomor Rekening / Acc. No. : <input type="text"/>			
Nama / Name : <input type="text"/>			
Kancal KCP / BRI Unit/Branch : <input type="text"/>		Sub Total	
Mata Uang / Currency : <input type="checkbox"/> Rupiah <input type="checkbox"/> Valas/Forex		Kurs / Rate **	
Penyeter / Depositor : <input type="text"/>		Biaya / Charges **	
Nama / Name : <input type="text"/>		Total	
Alamat / Address : <input type="text"/>		Terbilang / Amount in words : <input type="text"/>	
Sumber Dana/Source of Fund* : <input type="text"/>			
Keterangan / Remarks : <input type="text"/>		Teller	TT. Penyeter/Depositor's signature
<small>Sesuai Peraturan Bank Indonesia yang berkaitan dengan Prinsip Mengenal Nasabah : * Khusus diisi bagi nasabah yang tidak memiliki rekening di BRI dengan jumlah penyetoran > Rp. 100 juta tunai dan dilampiri fotocopy identitas. ** Diisi oleh bank.</small>		<small>Transaksi dianggap sah apabila slip penyetoran ini divalidasi dan dibubuhi tanda tangan teller Lembar 1 untuk bank Lembar 2 untuk nasabah</small>	

Deposit Slip / 02

PT. BANK RAKYAT INDONESIA (PERSERO) Tbk.		SLIP PENARIKAN WITHDRAWAL SLIP	
<input type="checkbox"/> BritAma <input type="checkbox"/> BritAma Dollar <input type="checkbox"/> Simpedes <input type="checkbox"/> Simaskot <input type="checkbox"/> Tabungan Haji		20	
No. Rekening / Account No. : <input type="text"/>		Mata Uang/Currency	
Kancal KCP/BRI Unit / Branch : <input type="text"/>		<input type="checkbox"/> Rupiah	
Nama/Name : <input type="text"/>		<input type="checkbox"/> Valas / Forex Kurs / Rate *	
Alamat/Address : <input type="text"/>		Biaya / Charges *	
Penarikan / Withdrawal : <input type="text"/>		Jumlah / Amount	
<input type="checkbox"/> Tunai/Cash		Terbilang / Amount in Words : <input type="text"/>	
<input type="checkbox"/> Pemindahbukuan			
No. Rek. / Transfer to Acc.No : <input type="text"/>			
Atas Nama/Beneficiary Name : <input type="text"/>			
Kancal KCP/BRI Unit / Branch : <input type="text"/>			
Disahkan / Approved : <input type="text"/>		Teller	TT. Penarik / Customer's Signature
<small>* Diisi oleh Bank / Bank use only</small>		<small>Transaksi dianggap sah apabila slip penarikan ini divalidasi dan dibubuhi tanda tangan teller</small>	

Withdrawal Slip / 01



FORMULIR PEMBUKAAN REKENING PERORANGAN (AR-01) OPEN ACCOUNT FORM INDIVIDUAL

ISI DENGAN HURUF CETAK DAN BERI TANDA (✓) PADA KOTAK PILIHAN YANG SESUAI
FILL BY BLOCK LETTERS AND TICKED (✓) IN THE APPROPRIATE SELECTION BOX

Nama Lengkap / Full Name: _____
 Nama sesuai Kartu ID / Name on ID: _____

CIF: _____

DATA NASABAH/ CUSTOMER DATA

1. DATA PRIBADI/ PERSONAL DATA

Jenis Kelamin / Gender: _____

Kewarganegaraan / Citizenship: _____

Tempat Lahir / Place of Birth: _____

Nama Gadis Ibu Kandung / Mother's Maiden Name: _____

Jenis Identitas / ID Type: _____

Nomor Identitas / ID Number: _____

Alamat Sesuai Identitas / Address on the ID: _____

Pendidikan Terakhir / Latest Educational Background: _____

Agama / Religion: _____

Status Pernikahan / Marital Status: _____

Hobi / Hobby: _____

Alamat Domisili / Domicile Address: _____

Informasi Kontak / Contact Information: _____

☐ **BARU / NEW**

☐ **PENGKINIAN / UPDATE**

Pria / Male: _____
Wanita / Female: _____

WNI/Residen: _____
WNA/Non Residen: _____

Tanggal Lahir / Birth Date: _____

KTP / Identity Card: _____
Passport / Passport ID: _____
Kartu Pelajar / Student ID: _____

Tanggal terbit / Date of Issue: ____/____/____
Tanggal Kadaluarsa / Expiry Date: ____/____/____

RT/ RW: _____
Kecamatan: _____
Propinsi: _____

SD/ Elementary
SLTP/ Junior High
SLTA/ Senior High

Islam
Protestan
Katolik
Lajang / Single

Kelurahan/ Desa: _____
Kota/ City: _____
Kode Pos/ Postal Code: _____

Diploma/ Degree
S1/ Bachelor
S2/ Magister
Budha
Hindu
Kong Hu Cu
Kawin / Married

S3/ Doctorate
Tidak Sekolah/ Non Formal Education
Lainnya/ Others: _____

Janda/ Duda / Divorced

RT/ RW: _____
Kecamatan: _____
Propinsi: _____

Telepon / Telephone: _____
Handphone: _____
Mobile: _____
Sosial Media / Social Media: _____

Facebook
Twitter
Instagram
Lainnya/ Others: _____

Kelurahan/ Desa: _____
Kota/ City: _____
Kode Pos/ Postal Code: _____

Faksimili / Facsimile: _____
Email: _____
Email/ ID: _____
Email/ ID: _____
Email/ ID: _____

2. INFORMASI KONTAK DALAM KEADAAN DARURAT (WAJIB DIISI)

Nama / Name: _____

Hubungan dengan Nasabah / Relationship: _____

Nomor Telepon / Phone Number: _____

Alamat / Address: _____

3. DATA PEKERJAAN/ JOB INFORMATION

Tipe Pekerjaan / Type of Work: _____

Nama Kantor/ Tempat Pekerjaan / Office/ Place of Work: _____

Bidang Pekerjaan / Field of Work: _____

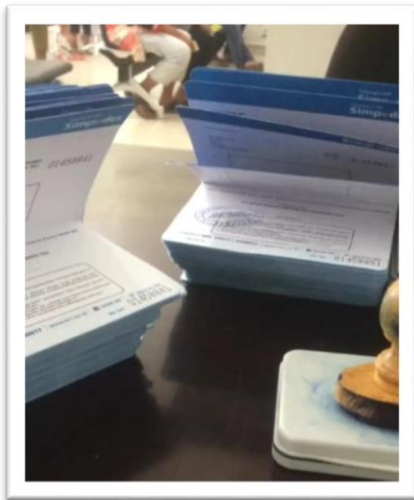
Jabatan / Job Position: _____

Lama Bekerja / Length of Service: _____

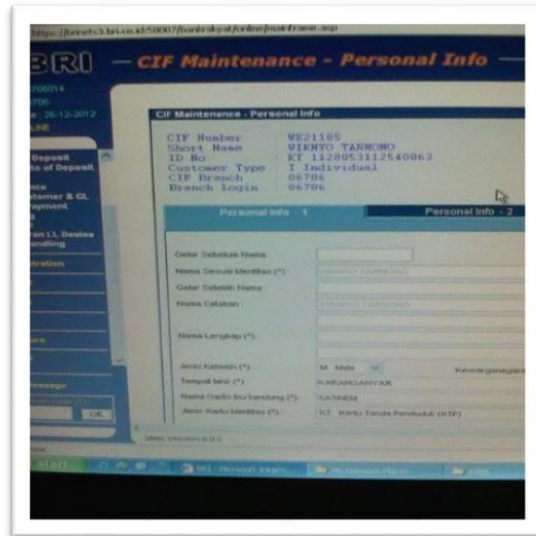
☐ PNS/ Government
☐ TNI/ POLRI Army, Police
☐ Peg. Swasta/ Owned Enterprise
☐ Wiraswasta/ Entrepreneur
☐ Peg. BUMN/ State Enterprise
☐ Lainnya/ Others
☐ Profesional / Professional

Tahap: _____
 Bulat: _____
 NPWP/ Tax ID Number: _____

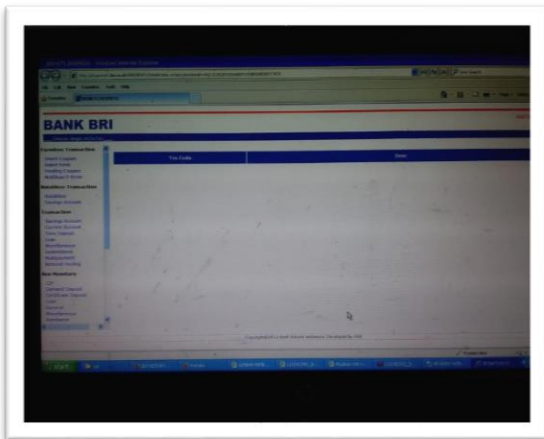
5. Documentation



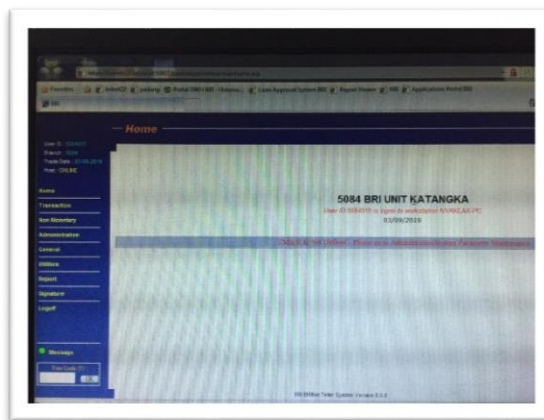
(Stamping Saving Book)



(Maintaining CIF)



(Portal WEB)



(BRINET)

6. English Words in Banking

1. Account : Rekening
2. Account Activity : Aktivitas Rekening
3. Account Balance : Saldo Rekening
4. Account Register : Buku Nomor Pemegang Rekening
5. Active Account : Akun Aktif
6. Bad Debt : Kredit Macet
7. Debenture : Surat Utang
8. Debtor : Debitur
9. Deposit Slip : Slip Penyetoran
10. Currency : Mata Uang
11. Depositor : Penyetor
12. Source of Fund : Sumber Dana
13. Rate : Kurs
14. Charges : Biaya
15. Withdrawal Slip : Slip Penarikan
16. Forex : Valas
17. Formless Transaction : Transaksi Tidak Berwujud
18. Time Deposit : Tabungan Berjangka
19. Remittance : Rekening
20. Loan : Utang

CURRICULUM VITAE



Intan Rezkia Sukri was born on March 30 1999 in Ujung Pandang. She is the third daughter of Sukri Abbas and Alwiyah Wahab. She finished her elementary school at SDN Inpres 234 Takalar Kota in 2011 and then continued junior high school at SMP Negeri 2 Takalar and finished in 2014. After that, she continued senior high school at SMA Negeri 3 Takalar and finished in 2017.

In 2017 she has continued her study at Universitas Negeri Makassar, majoring Business English.